



Jet Propulsion Laboratory  
California Institute of Technology

## Notification to Prospective Subcontractors of JPL's Ethics Policies and Anti-Kickback Hot Line

JPL is committed to conducting its business in accordance with the highest standards of ethics and integrity. In this regard, we have an on-going orientation and training program to assure that every JPL employee is aware of this commitment and their individual responsibility for compliance. We must rely on the personal integrity of our employees and the integrity and cooperation of our suppliers and subcontractors to make sure that these high standards are maintained.

The policies that implement our standards of business conduct state clearly that no employee may solicit or accept any "kickback," gift, gratuity, entertainment, compensation, or favors of any kind from any supplier/subcontractor or prospective supplier/subcontractor to JPL. Our policies make it clear that these standards not only apply to procurement personnel but also to employees in all functions and at all levels.

The purpose of this letter is to make sure that subcontractor personnel are aware of JPL policies, and that all parties achieve and maintain excellence in the conduct of business relationships.

In the unlikely event that any JPL employee ever attempts to solicit a "kickback," please notify JPL immediately. JPL has established an Anti-Kickback Hot Line number, **(818) 354-9999**. Please feel free to call this number collect. The information provided will be handled with confidentiality, investigated thoroughly, and appropriate action taken.

Thank you for your cooperation and support in this important matter.